CLARK COUNTY DISTRICT COURT
NEVADA

DAP Document Access Program

User Guide

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Document Overview

Welcome to Wiznet's online DAP program. This guide will take you through the basic features and functionality of the program and the layout of the various screens.

Use of this document assumes you have access to our DAP program on the internet via a computer with an Internet browser of Windows Internet Explorer 5 or above.

If this guide does not answer all your questions about DAP, you can contact a Wiznet representative at 1-800-297-5377 to assist you.

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Chapter 1 – Getting Started

1.1 Usage Requirements

Browser Requirements

DAP is supported by Windows OS using Internet Explorer 5 or above.

If your Browser does not meet these minimum requirements, please contact your network administrator, go to the web site for your browser to upgrade or log on to DAP for links to upgrade those systems.

Connection Requirements

High-speed connection is recommended.

Minimum Screen Size

It is recommended that the end-user and the administrator community have their monitors set to at least 800 x 600 pixels. For best results, a setting of 1024 x 768 is recommended.

1.2 Registering

If you do not already have a User ID and Password for DAP, please register by clicking on the
REGISTER button on the Clark County DAP home page at http://documentaccess.wiznet.com.
There is no fee to register for DAP.

1.3 Login

To log in toDAP, enter your UserName and Password and click LOGIN.

USERNAME [   ]

PASSWORD [   ]

Remember User Name/Password?

LOGIN

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1.4 Case Selection Screen

After you login you will be taken to the Case Selection page.

To locate a specific case, you can enter the case number or case name in the search box and click Search .

Note: If you are searching by case name, you will need to change the search type from **number** (which is the default) to either **exact** or **similar**.

If the case already exists in your History, you can click the [DAP] button to the left of the case number to access the documents in that case.

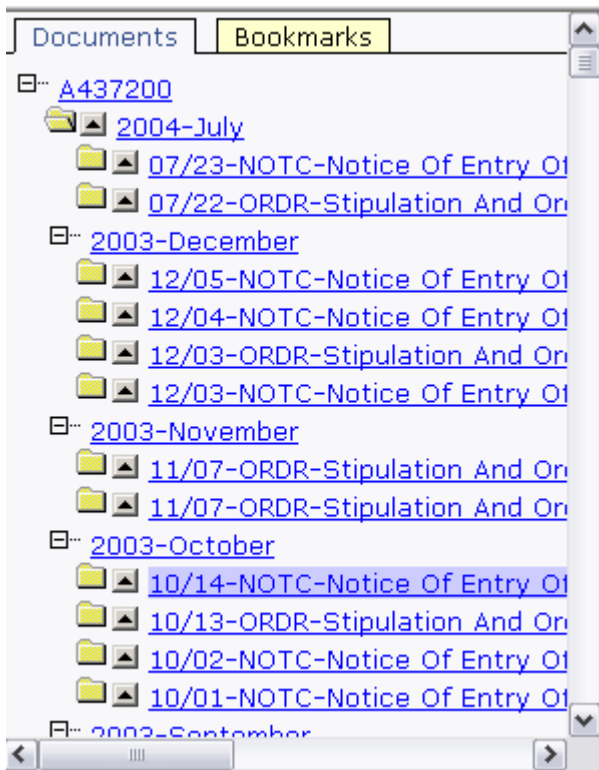# Chapter 2 – Screen Layout

2.1 Window Layout

Once you select a case, you will be taken to the Document Selection Screen, which is divided into four panels:
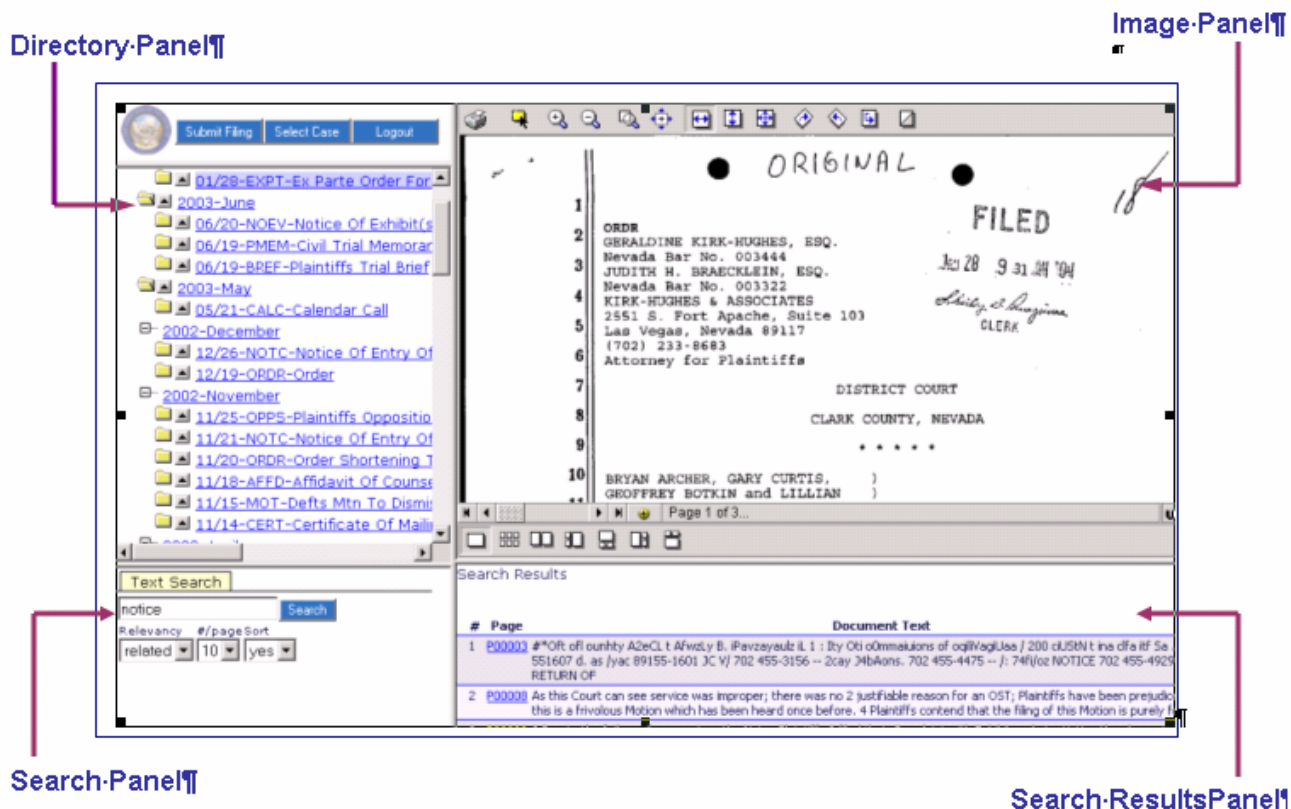
2.2 Directory Panel

The Directory Panel contains all the documents associated with the case you have selected and the your personal bookmarked directory.

The directory is sorted by Date, each folder contains the documents from a certain month, by clicking on the folder month, you can access individual documents filed that month, with the specific date in the document title. Clicking on a document will bring up that document in the Image Panel.

▲   Click on this button next to a document to bring up a menu, where you can choose to View, Download or Bookmark the document. View will display the document in the Image Panel. Download will give you the ability to download the document to your computer. Bookmark will put the document into your personal Bookmarks folder. These actions can also be done by right-clicking on the document title.

Bookmarks

1. Click [Bookmarks]
2. Then click on the hyperlinked directory to find the documents

▲   Click on this button next to a document to bring up a menu, where you can choose to View, Download or Bookmark the document. View will display the document in the Image Panel. Download will give you the ability to download the document to your computer. Delete Bookmark will remove the document from your personal Bookmarks folder. These actions can also be done by right-clicking on the document title.

2.3 Image Panel

(This section provided by viewONE's user manual)

The image panel is where the document selected from either the Directory Panel or the Search Results is displayed. From here there are many functions that can be used to view the document easily and clearly.

The upper toolbar provides some viewing options for you to better view the document.

Print

The 'Print' button displays a print dialog from which you can select a printer to print the current document. When this button is clicked while holding the shift-key, a menu will appear, giving you more print options, including printing only the current page, and not the entire document.

Zoom area

The 'Zoom area' button changes the mouse pointer to a cross and allows a rectangle to be selected for zooming. When the mouse is released, the selected area is zoomed to fill the display area.

To return the mouse pointer to the 'panning mode', re-click this button.

Zoom in

The 'Zoom in' button zooms the current page by an additional 25% each time it is pressed. When the page is zoomed so that it no longer fits into the display area then scrollbars will automatically appear.

Zoom out

The 'Zoom out' button decreases the zoom 25% each time it is pressed.

Magnify

Displays a magnify window to allow selected areas of the current page to be magnified.

Zoom to100%

The 'Zoom 100%' button displays the page at full resolution. When the page is zoomed so that it no longer fits into the display area then scrollbars will automatically appear.

Fit to width

The 'Fit to width' button scales the current page so that the page width matches the display area width. If this results in the page height being larger than the display area height then a vertical scrollbar will appear automatically.

Fit to height

The 'Fit to height' button scales the current page so that the page height matches the display area height. If this results in the page width being larger than the display area width then a horizontal scrollbar will appear automatically.

Best fit

The 'Best fit' button scales the current page so that the whole page is visible in the display area. This mode is selected by default (when the applet is started).

Rotate clockwise

The 'Rotate clockwise' button rotates the current page and thumbnail by 90 degrees each time it is pressed.

Rotate anti-clockwise

The 'Rotate anti-clockwise' button rotates the current page and thumbnail by 90 degrees anti-clockwise each time it is pressed.

Rotate 180 degrees

The 'Rotate 180' button rotates the current page and thumbnail by 180 degrees each time it is pressed.

Invert

The 'Invert' button inverts the colors used to display the current page and thumbnail. Re-clicking this button restores the page.

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   First page

The 'First page' button displays the first page of the document.

   Previous page

The 'Previous page' button displays the previous page of the document. This button only functions when the current page is two or greater.

   Next page

The 'Next page' button displays the next page of the document. This button only functions when the current page is not the last page.

   Last page

The 'Last page' button changes the page to the last page of the document.

   Drag bar

The drag bar allows an individual page to be selected. As the bar is dragged, the caption in the statusbar will indicate which page will be selected when the bar is released.

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 Full page

When the 'Fullpage' button is selected, a single view of the current page is displayed.

 Thumbnails

When the 'Thumbnails' button is selected, a view of the thumbnails is displayed with as many thumbnails as will fit in the available area.

 Two pages

When the 'Two-page' button is selected, two pages are displayed.

 Thumbs left

When the 'Thumbs-left' button is selected, thumbnails are displayed to the left of the page.

 Thumbs bottom

When the 'Thumbs-bottom' button is selected, thumbnails are displayed at the bottom of the page.

 Thumbs right

When the 'Thumbs-right' button is selected, thumbnails are displayed to the right of the page.

 Thumbs top

When the 'Thumbs-top' button is selected, thumbnails are displayed at the top of the page.

2.4 Search Panel

You can perform a natural language search for any words that appear in a document. The search can be contained in a specified folder of documents or in a single document.

Relevancy - The search can be done with exact word match, similar word match, and related terms match. Using Exact will produce documents with that exact word. Searching for "Pipe", for example will produce results with the word "Pipe" in it. Using Similar will produce documents with like words. Searching for "Pipe", for example will produce "Pipe", "Pipette", "Pipeline". Using Related Terms will produce documents with associated words (thesaurus). Searching for "Pipe", for example will return documents containing "Pipe", "Pipes", "Pipette", "Smoking", "Tobacco", "Cylinder", and "Conduit".

Pages - Limit the number of pages that are viewed per page in your Search results Display. You may then use the forward and back options to view the next 10 or the previous 10 (or 20 or 30).

Sort - Sorting the search results either from most accurate match (default) or from least accurate match.

Power Search

Power Search techniques give the user increased precision locating documents or pages of documents within the repository. Learning and utilizing these techniques will greatly improve the effectiveness of searching and the entire electronic document discovery process.

Wildcard Searching

Wildcard searching can be used in Exact, or Related type searching but not in Similar type searching. There are multiple types of wildcards that can be specified with the search terms.

They are as follows:

@	match one alpha character (i.e. c@re would match on care, cire, ckre, etc.)
#	match one numeric character (i.e. c#re would match on c1re, c2re, c3re, etc.)
?	match one alpha-numeric character
*	match any character(s)
[ ]	search expression; can include a hyphen to indicate a range of letters or numbers; will match only one character within the brackets (i.e. A[1-5] will match A1,A2,A3,A4, or A5 but not A6)
^	any character except the next character
[^]	match any character except the next range of characters (i.e. 199[^1-3] will not match 1991, 1992, or 1993)
>	greater-than and equal to the following number/date
<	less-than and equal to the following number/date
-	match a range of numbers/dates
( )	group terms together
\	escape character – take the next character literally; not as the above operators

Grouped Term Searching

In Similar or Related type queries, terms which are related to a common concept can be grouped together within parenthesis so that search accuracy can be improved. This could be considered a "hint" to the concept engine to take these words as a relevant group rather than individual words. This comes in handy when a searching for related terms which may not be in the dictionary (i.e. (JFK "John Kennedy" Kennedy)) would group those three terms conceptually together. Another example would be searching for multiple terms that wouldn't be linked together normally (i.e. (motorcycle boat RV) trade shows)).

Number and Date Searching

Users can search for single numbers/dates, numbers/dates in a range (using a hyphen), and numbers/dates greater than or less than another number/date (using > or <). When using less-than (<) or greater-than (>) symbols, it actually implies <= or >=, in other words, your entered number is a valid hit (inclusive). Negative signs in front of numbers are ignored; for example, -12 would not be found if you entered <0. Leading zeros are ignored, i.e. 03/01/96 is the same as 3/1/96. A number range matches on numbers with decimal places, i.e. "100-200" could return 100.5 or 199.66. The supported date format is mm/dd/yy – month day year. Entry of commas (,) and per-cent (%) is ignored.

Mixed Mode Searching
If you choose a given query type (Exact, Similar, or Related) then all of the query words within that search are, by default, searched for using that type. You can mix the types of searches by requesting the search engine handle specific terms uniquely.

If you are executing an Exact or Similar search and you want to use a Related search on a specific word, type a "!" after the search term (i.e. if you were to enter – child! Psychology in Exact mode the search for the word "child" would be expanded to include "youngster", "kid" and "children" for instance.

If you are executing an Exact or Related search and you want to use a Pattern matched search on a specific word, type a "~" preceding the search term. This will cause the search engine to look for similarly spelled words in the document.

If you are executing a Similar or Related search and you want the search engine to only search for a specific character string (i.e. do not expand the search) put the search term in double quotes (" "). This would cause the search engine to only look for the string that you specify and not look for similar spellings or related meanings.

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2.5 Search Results Panel

The search results panel displays the results of the test search done in the search panel. The results show the number of the results, the page number and the portion of the document text that contains the search term.

Search Results

Next ->

#	Page	Document Text
1	P00001	FILED 06/12/2003 4:45:54 PM I MOT d PETER C. BROWN ES Q. 2 NEVADA STATE BAR NO. 005887 RK BREMER WHYTE BROWN & O'MEARA LLP 7670 WEST LAKE MEAD BLVD. 3 SUITE 225 LAS VEGAS NEVADA'89128 4 TELEPHONE 702 258-6665 FAX: 702 258-6662 5 Attorneys for Third-Party D
2	P00002	1 corporation; GILMORE & MARTIN CONSTRUCTION CO. INC. a Nevada corporation; 2 THE GLASS & WINDOW DEPOT INC. a Nevada corporation; NEVADA GYPSUM FLOORS INC. a 3 Nevada corporation; PETE WHITE CONCRETE INC. a Nevada corporation; PRECISION ASPHALT; 4 REBEL PA
3	P00001	FILED 08/08/2003 11:16:28 AM 1 RCPT 2 BRUNO WOLFENZON ESQ. < $ ^ 2 Nevada Bar No. 6177 FE GREGORY M. SCHULMAN ESQ. 3 Nevada Bar No. 5766 The Wolfenzon Law Group 4 4530 South Eastern Avenue Suite 9 Las Vegas Nevada 89119 5 702 836-3138 6 CORBY D. ARNOLD ESQ
4	P00001	FILED 02/25/2003 9:37:39 AM I MOT DOUGLAS J. GARDNER ESQ. ERK 2 Nevada Bar No. 4609 MICHAEL C. HETEY ESQ. 3 Nevada Bar No. 5668 RANDS SOUTH GARDNER & HETEY 4 1053 Whitney Ranch Drive Suite 2 Henderson Nevada 89014 5 702 940-2222 Fax: 702 940-2220 6 Attorne
5	P00002	* - 0. I JEFFREY A. LONG individually and as Trustee for the JEFFREY A. LONG FAMILY 2 LIMITED PARTNERSHIP; CHAPARRAL PAINT & DRYWALL INC. a Nevada 3 corporation; DEL GROSSO FLOOR COVERING INC. a Nevada corporation; 4 GILMORE & MARTIN CONSTRUCTION 5 CO. INC

Clicking on the page number will display that document in the Image Panel.

Click [Next ->] button to display the next batch of results.

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